

# Intermediate Word for Windows

Academic  
Computing  
Support



Information Technology Services  
Tennessee Technological University  
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Version: 2000

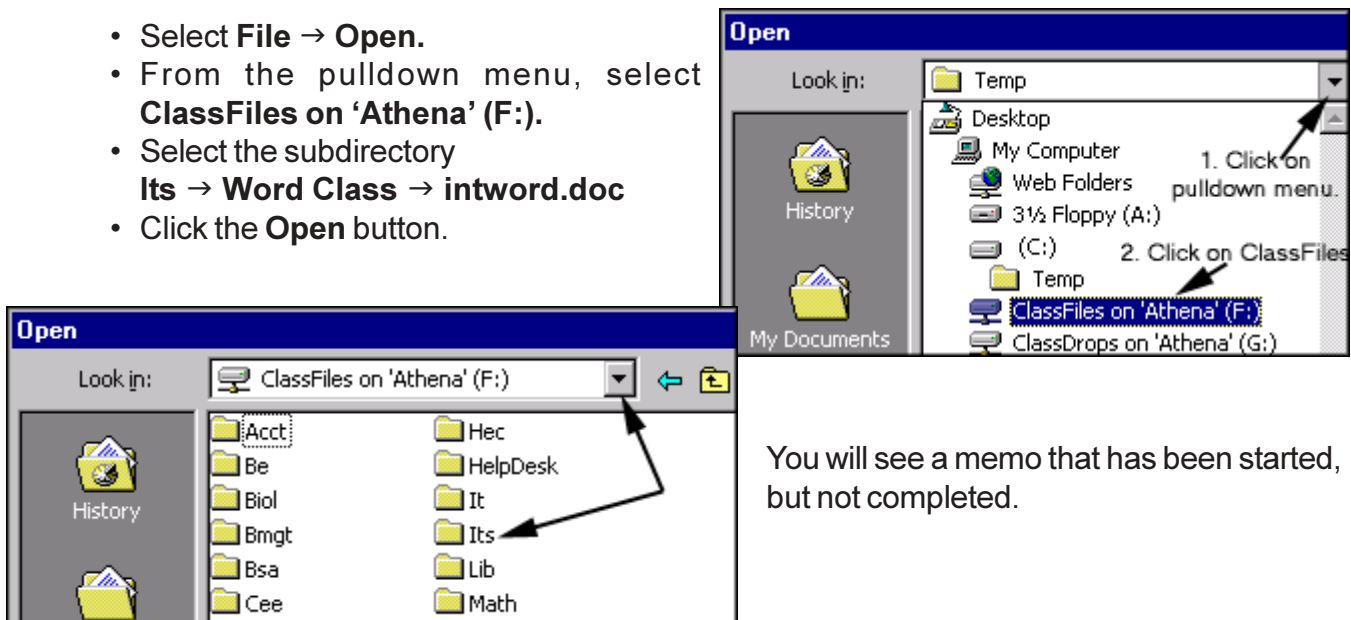
## 1. Opening Word for Windows

In the PC labs, click on the **Microsoft Word icon** on the desktop or under the **Start** menu, select **Programs** → **MSOffice 2000** → **Microsoft Word**. Otherwise, under the **Start** menu, select **Programs** → **Microsoft Word**.

## 2. Creating a Document

The Word program opens with a blank document. Close this and for this class, **open an existing file in the PC lab**: (See the last page of this handout for the text of the file.)

- Select **File** → **Open**.
- From the pulldown menu, select **ClassFiles on 'Athena' (F:)**.
- Select the subdirectory **Its** → **Word Class** → **intword.doc**
- Click the **Open** button.



You will see a memo that has been started, but not completed.

Before beginning to work on a document, it is helpful to check the settings under **View**. (See **Beginning Word** available on the web at <http://www2.tntech.edu/its/pubs/>)

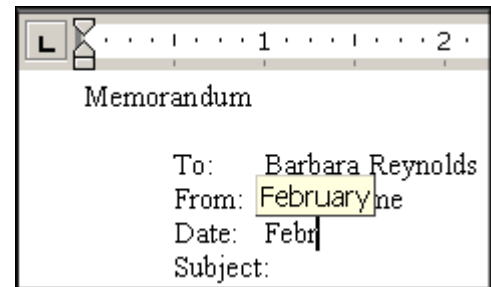
To see what has already been typed for you and where tabs have been used, click on the **Show/Hide formatting button** on the toolbar and scroll through the memo. Click on it again to **hide** the formatting marks.



### 3. Add Heading Information

Add the needed heading information to this memo. Use the **tab key** rather than the space bar so that the information will line up when the tabs are set.

- Move the cursor to the end of **To:**, press the **Tab** key and type **Barbara Reynolds**.
- Move to the end of **From:**, press **Tab** and type **your own name**.
- Move to the end of **Date:**, press **Tab** and type the **first few letters of the month**
- Note that Word is ready to complete the month, so just **Enter** to complete.
- Type a **space** and note that Word is ready to finish with the current date. **Enter**.
- Move the cursor to the end of **Subject:**, press **Tab** and type **Meeting Reminder and Agenda**.



From the menu, you could also use **Insert → Date and Time**, selecting the format you prefer from the list. If you check **Update automatically**, the date will be updated each time the document is opened. This can be helpful while working on a longer document so you know which draft version you have in hand.

### 4. Changing Tab Settings

One way to format a memorandum heading is to **right justify** the heading labels (To, From, etc.) and **left justify** the specifics. To do this:

- **Select** the four lines beginning with **To:**, **From:**, **Date:**, and **Subject:**.
- From the menu, select **Format → Tabs**
- Type **.75"** in Tab stop position
- Select  **Right** under Alignment.
- Click **Set**.
- Type **1"** in Tab stop position
- Select  **Left** under Alignment
- Click **Set**.
- Click **OK** to have both settings take effect.

**Or Double click** with the **right** mouse button while pointing at  $\frac{3}{4}$  inch on the ruler to get to the Tab setting box and enter any tabs you wish to set.

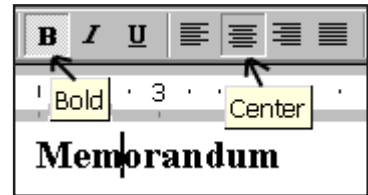


*Note that these changes only apply to the lines you selected.*

## 5. Changing Attributes of Text

To center and format the headings in bold:

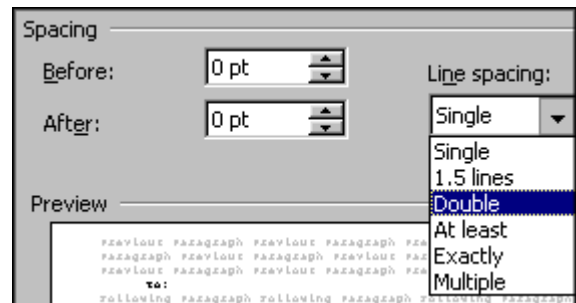
- Select **Memorandum** by clicking anywhere in the word.
- Select the **Center** justification icon in the toolbar.
- Select the **Bold** icon in the toolbar.
- Select **To:** and apply bold formatting by using **Edit** → **Repeat Bold** in the menu.
- Apply bold formatting to **From:**, **Date:**, and **Subject:** using either method.



Or you can use the keyboard shortcut **Ctrl + Y** to repeat the bold formatting and use the down arrow key ↓ to move to the next line.

To double space the headings:

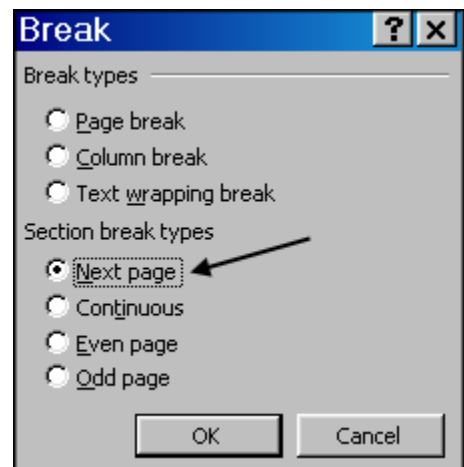
- Select the four lines:  
**To, From, Date, and Subject.**
- Select **Format** → **Paragraph** from the menu.
- Select **Double** from the **Line spacing** pulldown menu.
- Click **OK**.



## 6. Inserting Page or Section Breaks

The sample document includes a memo with an attachment that is the agenda for the upcoming meeting. You may want to format the memo section differently from the listing of the Agenda. To do this, you can insert **a page or section break**. If you insert a page break, the same margins and certain other formatting will apply. If you insert a **section break**, you can format each section with **different** margins, headers and footers.

- Move the cursor to the beginning of the line **Agenda**.
- Select **Insert** → **Break**.
- Under **Section breaks**, select  **Next page** to create a section break that begins on a new page.

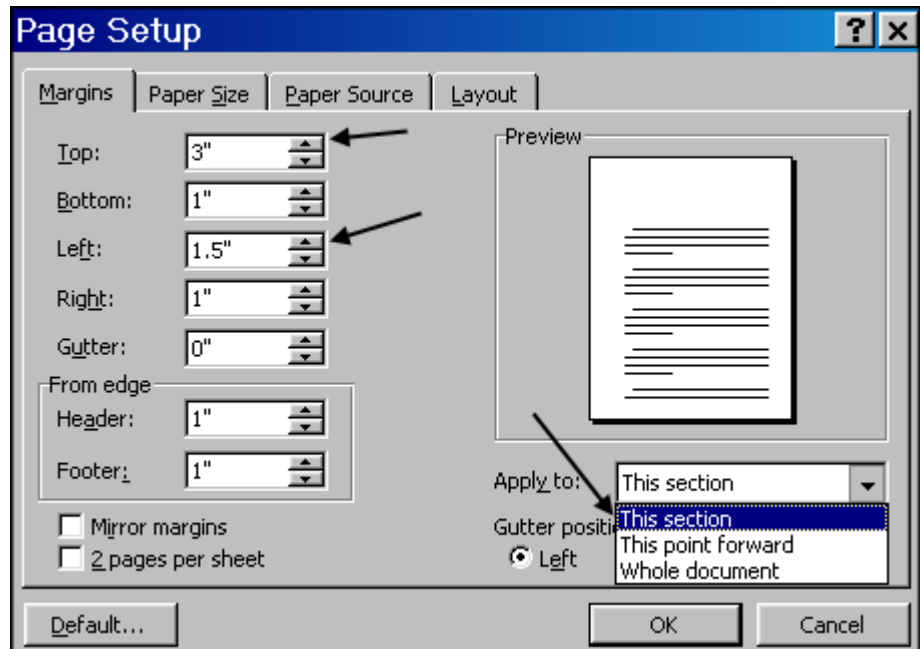


## 7. Setting Margins

To set the margins of the Memo section:

- Click on the first page of the document.
- Select **File** → **Page Setup**.
- Type **3"** in the **Top:** margin box or use the arrows to increase the size.
- **Tab** or click into the **Left:** margin box and type **1.5"**
- Select Apply to: **This Section**
- Click **OK**.

Note that the status line in the bottom right corner now shows **Page 1 Sec 1**.



To set the margins of the Agenda section:

- Click in the second page of the document after the word Agenda.
- Select **File** → **Page Setup**.
- Type **1.5"** into each of the margin boxes or use the arrows to increase the size.
- Select Apply to: **This Section**
- Click **OK**.

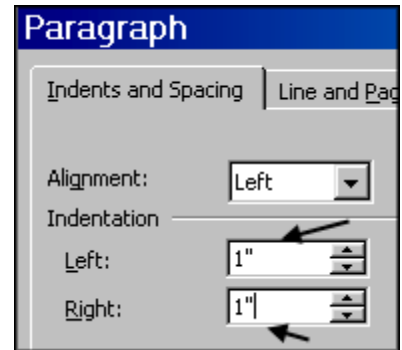
Note that the status line in the bottom right corner now shows **Page 1 Sec 2**.

Scroll through your document in **Print Layout view** see the effects.

## 8. Indenting Paragraphs

It is often helpful to set off text by indenting it on both sides.  
To indent the *location* of the meeting in this memo:

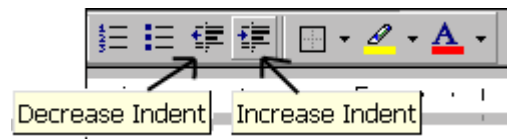
- Click to move the cursor to anywhere in the second paragraph beginning with “Please note”.
- Select **Format** → **Paragraph** from the menu or *right-click* in the paragraph and select **Paragraph** from the pop-up menu.
- Under **Indentation**, type **1”** in both the **Left** and **Right** margin boxes or use the arrows.
- Click **OK**.



Another way to set margins is to highlight a section and drag the margin markers in the ruler.



You can also use the *Indent* icons in the toolbar to increase or decrease the **left** margin indentation.



## 9. Inserting Special Characters

To set the *second* paragraph off with an arrow:

- Move to the beginning of the indented paragraph.
- Select **Insert** → **Symbol** from the menu.
- Select **Wingdings** in the **Font:** pulldown menu.
- Select the arrow pointing to the right → from the bottom row.
- Click **Insert**.
- Click **Close**.

## 10. Saving the Updates

It is important to save your changes as you work.

- For this class, select the **temp** directory
- Select **File** → **Save As**.
- Type the filename **agenda**
- Click **Save**.

**Note:** The filename extension is **.doc**  
Word will automatically add this extension to your filename.  
A filename must have this extension to be recognized by Word.

## 11. Creating a Style

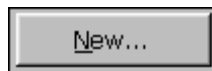
You can define a specific style and then use it to format text throughout your document.

To create a style:

- Move to the second page of the memo and select **Agenda** by double clicking in the word.
- Click on **Bold** in the toolbar.
- From the menu, select **Format** → **Paragraph** or *right-click* and select **Paragraph**
- Select **Centered** for the alignment and **1.5 lines** for the spacing.
- Click **OK**.

- With **Agenda** still selected:
- From the menu, select **Format** → **Style**

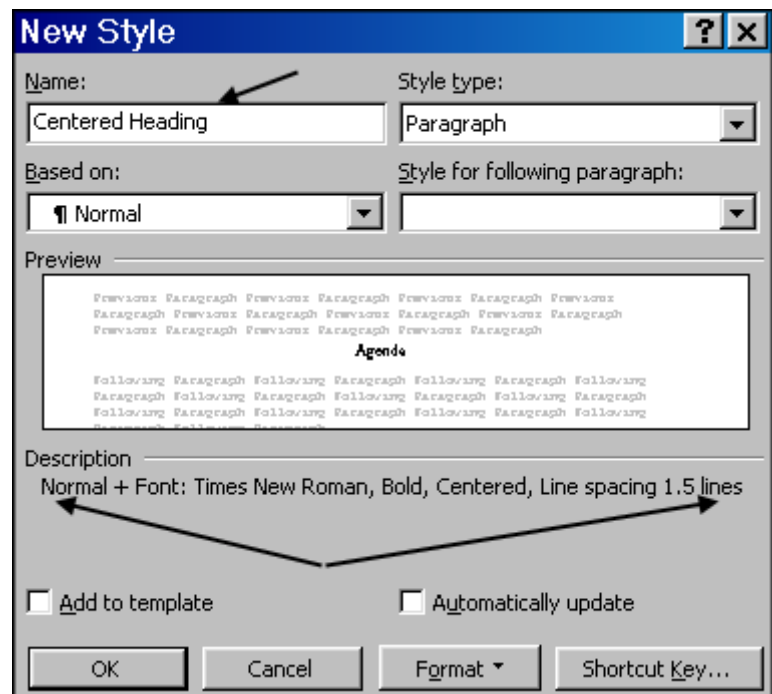
- Click on the **New** button.



- In the Name: box, type **Centered Heading**

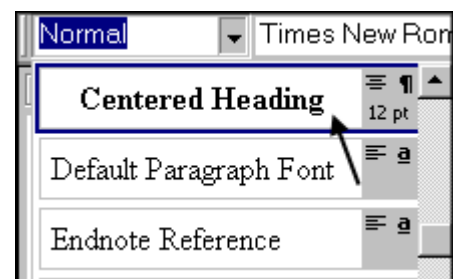
- Click **OK**.

- Click **Close**.



To apply your new style to other text:

- Select the lines **Board Meeting** through **7:00 p.m.**
- From the pulldown **Style** menu, select **Centered Heading**
- *Or* from the menu, select **Format** → **Style**
- Select **Centered Heading**
- Click **Apply**.



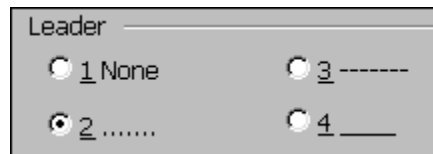
## 12. Formatting the Agenda

To double space the agenda items:

- Highlight the agenda items from “Call to Order” through “Adjournment”.
- Select **Format** → **Paragraph**.
- Select **Double** under Line Spacing.
- Click **OK**.

To set the tabs for the agenda items:

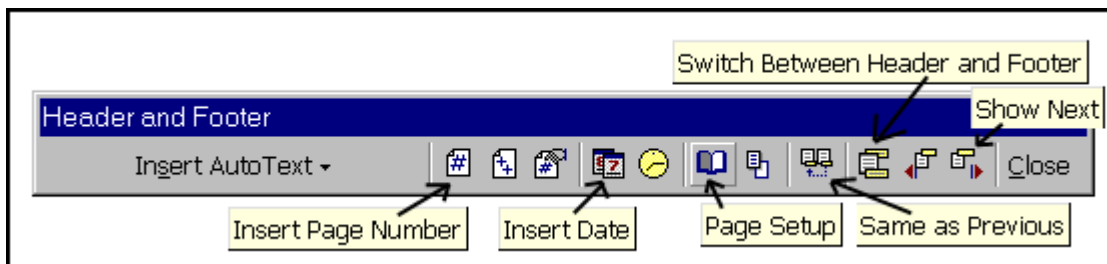
- Highlight the agenda items from “Call to Order” through “Adjournment”.
- From the menu, select **Format** → **Tabs**
- Type **2”** and under alignment click **right**.
- Click **Set**.
- Type **4”** and under alignment click **left** and under leader click  **2.....**
- Click **Set** and then **OK**.



## 13. Headers and Footers

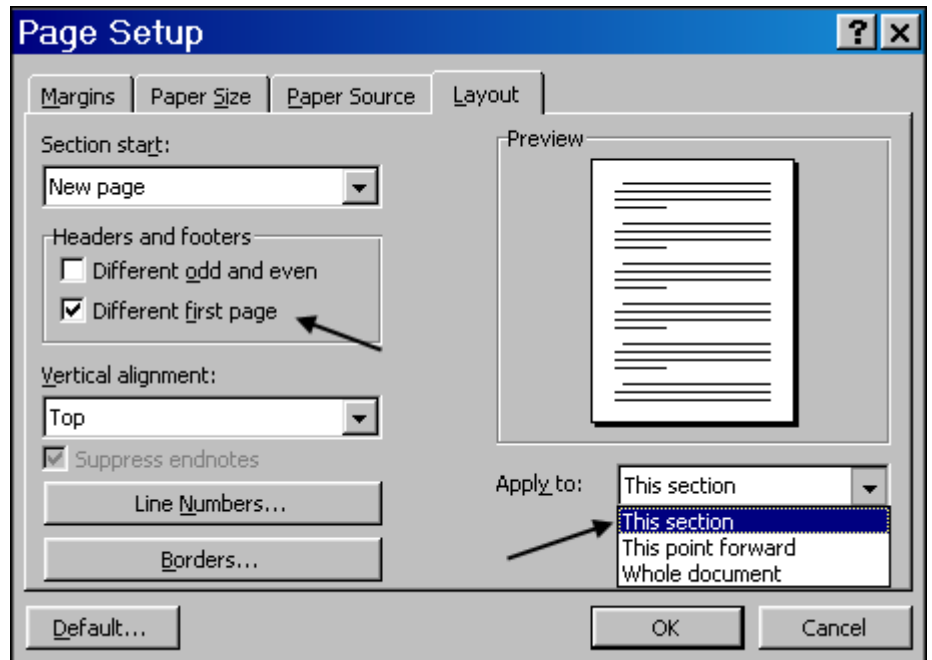
To create a header for the Memo section:

- Move to the beginning of the document by clicking **Ctrl + Home** or by scrolling.
- From the menu, select **View** → **Header and Footer**
- Select the **Page Setup** icon in the floating **Header and Footer toolbar**. or from the menu, select **File** → **Page Setup**



### 13. Headers and Footers (cont.)

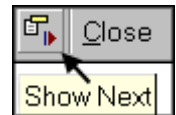
- Select the **Layout** tab.
- In the Headers and Footers box: check  **Different first page**
- Under Apply to, select **This Section**.
- Click **OK**.



To create a header for the Agenda section:

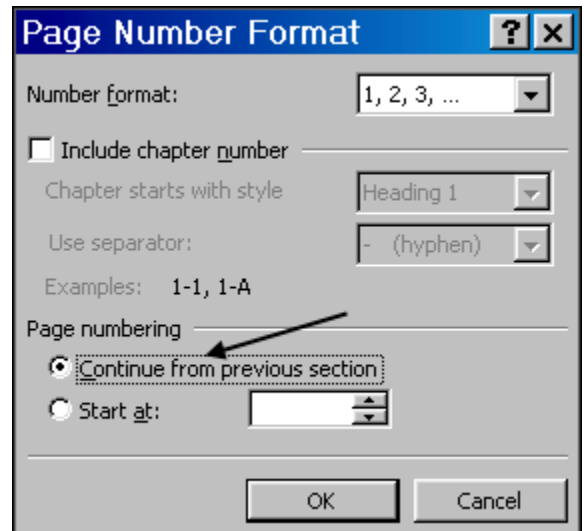
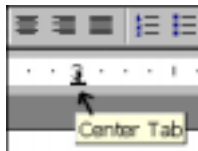
In the *Header and Footer* floating toolbar:

- Click on the **Show Next** icon to move to the header on the second page.
- In the header area, type **Board Meeting**, press **tab**, type **Page**
- To insert the page number, click on the **Insert Page Number** icon, in the floating toolbar.



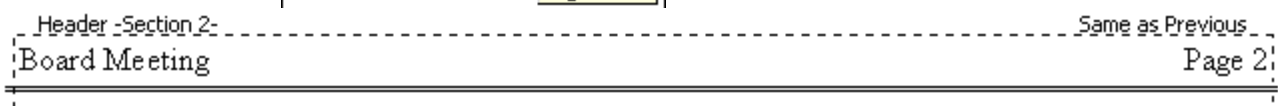
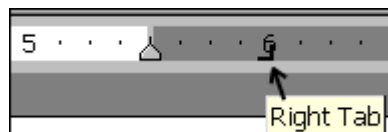
To set the numbering to continue from the first section:

- From the menu, select **Insert** → **Page Numbers**
- Click on the **Format** button.
- Select  **Continue from previous section**
- Click **OK** and **OK** again.



To set the heading tabs:

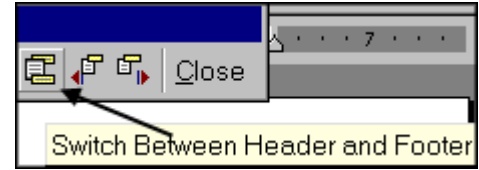
- Drag the **center tab** off of the ruler to remove it.
- Drag the **right tab** in to the right margin.



### 13. Headers and Footers (cont.)

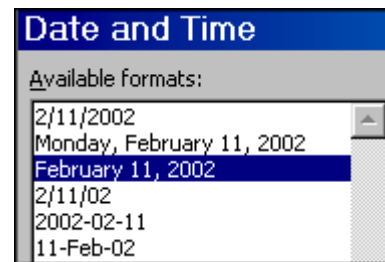
To create a footer:

- In the floating *Header and Footer* toolbar, click on the icon to **Switch Between Header and Footer**
- In the footer, type **Your Name**, press **tab**, click on the **insert date icon**.
- Drag the **center tab** off the ruler, so that the date is right aligned.
- Drag the **right tab** to the right margin.



To change the style of the date:

- Highlight the date.
- From the menu, select **Insert** → **Date and Time...**
- Select the **third format** in the list and click **OK**.



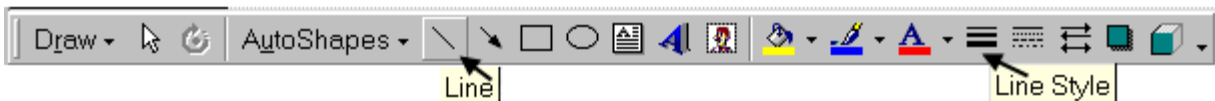
### 14. Adding a Graphic Line

To set the header and footer off from the rest of the Agenda:

- From the menu, select **View** → **Toolbars**
- Check  **Drawing**. This toolbar will be at the bottom of your screen.
- Be sure you are still in the Header and Footer view. (Select **View** → **Header and Footer**).
- Move to the Header by clicking on the **Switch Between Header and Footer** icon.
- Insert a blank line in the header under the page number if more space is needed.
- Click on the **Line** icon in the Drawing Toolbar.

Draw a horizontal line separating the heading from the text by **holding down the shift key** while drawing your line. This will keep the line level. (**Shift**, then **click** on the spot you want to begin your line, **drag** across, **release** the mouse button, then **release** the shift key.)

- With the line still selected, click on the **Line Style** icon and choose the **3 pt. double line**.



- Select **View** → **Header and Footer** to turn off the Header/Footer view.

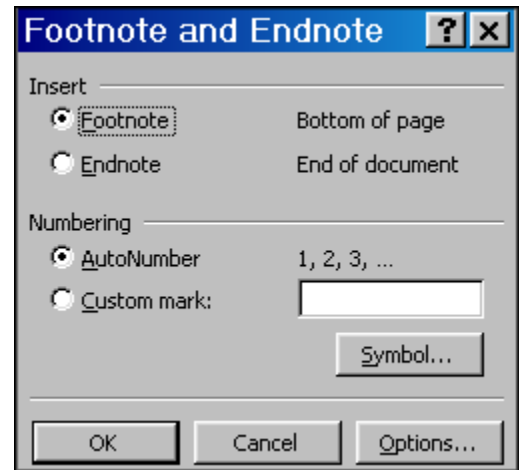
## 15. Inserting a Footnote

To add a footnote concerning reports by the committee chairs:

- Move the cursor to the end of **Committee Chairs**.
- Select **Insert** → **Footnote**
- Accept the default settings and click **OK**.


Type: **Each committee chair should be prepared to give a brief report on their committee's activities.**

- Select the text you entered.
- Click on the **Italic** icon in the toolbar.



## 16. Printing and Exiting

To print a document:

- From the menu, select **File** → **Print**.
- Select the printer you wish to print to.
- Click on **OK** in the dialog box.
- OR click on the print icon in the toolbar. 

**Note that this will cause printing to occur immediately.**

To exit the program: Select **File** → **Exit** or use the close box **X** in the upper right corner.

**Note: If you have made a change and have not yet saved, at exit a prompt will ask you if you would like to save your changes.**

## 17. Getting Help

One of the easiest ways to get help with Microsoft Word is the comprehensive online help included with it. Just click on **Help** → **Microsoft Word Help**.

- You can also learn more about Word at the Microsoft website: <http://office.microsoft.com>
- Should you have a question that the online help does not address, please contact the Microcomputer Support Office at 372-6315 or your college contact.
- Students may call the Helpdesk at 372-3975 or get assistance in the PC labs in person.
- Handouts on using Word and other programs are available on the web from the TTU home page under **Computing** → **Documentation** or <http://www2.tntech.edu/its/pubs/>.

## 18. The Beginning Memo

